

**CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY
INSTRUCTIONS FOR PROPOSALS**

One original and one copy should be submitted. The proposal package consists of the following:

1. Cover letter that is signed and dated by an individual authorized to legally bind the applicant's organization.
2. The application form signed and dated.
3. A proposal narrative:
 - Describe how the tasks outlined in the Scope of Services section will be accomplished. How will you meet program objectives?
 - What experience do you or your organization have with this type of activity? What can you or your organization bring to this project that others cannot?
 - Who will be involved in the supervision and implementation of this activity?
 - Who will handle the financial aspects of the project?
4. A budget proposal for each year requested in the scope of services.
5. Resume of parties who will work on the proposal
6. References
7. Any additional materials that support the application

Completed proposals are due by 5:00 pm, May 17, 2024, and should be mailed or delivered to:

**Children & Youth Partnership for Dare County
534 Ananias Dare Street
Manteo, NC 27954**

The contract will be awarded to the organization, group, or individual submitting the best responsible application complying with the requirements of the Request for Proposal (RFP), provided the application is reasonable and is in the best interest of the Partnership to accept. The applicant selected will be notified at the earliest practical date. The decision regarding the acceptability of any application shall remain entirely with the Children & Youth Partnership for Dare County. The criteria for making this judgment will include but not be limited to demonstrated capacity and general responsiveness to the RFP. For further information or assistance, please call (252) 441-0614.

Attached:
Proposal Specifications



Children & Youth Partnership

FOR DARE COUNTY

Ensuring that our children, youth, families, and community all thrive.

Proposal Application

Project Title: _____

Name of Organization: _____

Street Address/Post Office Box: _____

City: _____

County: _____ State/Zip: _____

Contact Person: Name & Title: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

Federal Tax Identification Number or Social Security Number: _____

Type of Organization:

Private
Non-profit
501(c) 3
Other, please specify _____

For profit
Public Agency

Project Beginning Date: _____ Project Ending Date: _____

Budget (FY2024/25): _____

Budget (FY2025/26): _____

Budget (FY2026/27): _____

Total Budget: _____

Authorizing Signature

Title

Date

**Raising a Reader
Scope of Services and Specifications**

Children & Youth Partnership for Dare County (CYP) is seeking proposals for a young children’s literacy program in Dare County for the period of July 1, 2024 –June 30, 2027.

The Raising a Reader activity supports a Raising a Reader (RaR) Coordinator who will implement Raising a Reader, a program that promotes improved literacy development through daily book sharing between caregivers and young children. The RaR Coordinator will hold a Bachelor's degree in early childhood education or related human service field and is required to attend the RaR National Coordinator Training prior to initial implementation. Coordinators will host two trainings for the site implementers that have been identified to participate in this project. Identified families will be loaned a book bag containing high-quality developmentally-appropriate children's books. The books will be exchanged each week.

Parents of the children in the project will be invited to participate in at least two parent workshops where they will learn book sharing strategies. At least one library event will be provided for RaR participants and their families. Participants and their families will be provided with library information, library card application, and other community literacy resources. The program will be implemented with model fidelity as described above.

Child care centers, child care homes, or other community sites with a high percentage of low-income children will be targeted. Smart Start funds may also be used for meeting expenses, food, books for children, child care for participants and incentives for eligible participants.

Outputs
Number of child care facilities participating: 6-7 sites
Number of children participating: 170 children and their families
Parent Workshops: 2

Outcomes	
Increase in frequency of adult & child shared reading.	There will be a statistically significant increase in the number of times per week parents report reading and looking at books with their child.

Proposals should address the method to achieve the goals and objectives identified in this request for proposal and provide timelines for accomplishing them. An explanation of how the

program will be staffed should be included, as well as the organization's/individual's level of preparedness to implement the program.

The initial contract period will be July 1, 2024 through June 30, 2027. Separate annual budgets for FY 2024-25, 2025-26, and 2026-27 should be submitted as a part of the proposal. The contract may be renewed each year through 2027 contingent on availability of funds, a satisfactory evaluation of performance, and mutual agreement of both parties to enter into subsequent contracts.